

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



July 1, 2003

Reply to Attn of:

QS50 (03-48)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Working Meeting – June 11, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, June 11, 2003, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/Chairperson)

Nance Jo promptly began the meeting thanking everyone for attending. She also requested that committee members forward their charts to Richard Smith/HEI, or Amelia Mathison/HEI at least four hours prior to the SHE meetings. This will allow time to consolidate them on one file for ease of presentation during the meetings.

Safety Moment (Dennis Davis/QS50)

Dennis covered "Lightning 101" as the safety topic. The chart presentation is attached as Enclosure 2.

SHE Committee Reports

Program Improvement Corrective Actions (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo reported on the following activity of the SHE Committee:

- SHE-13.A ECD should be ready by 7-15-03
- The Directorates voted in favor of accepting SHE-2.5A
- The Directorates agreed to look at SHE-2.5D before taking a vote
- The Training Committee accepted the lead for SHE-4.7A. (Track the training of employees who are expected to operate fire extinguishers)
- SHE-3.1.9.4 is still pending rewording and should be closed soon
- There is no resolution on the Action to report more unsafe acts. Axel Roth/DE01 offered one aspect that during manager/supervisor inspections, they should engage in an interchange conversation with employees asking if they have witnessed any unsafe acts.

Nance Jo also reported on the Committee and Subcommittee milestones. The chart presentation is attached as Enclosure 3.

Mission Success Starts with Safety

SHE Committee Process-Based Mission Assurance (PBMA) Working Website
(Dennis Davis/QS50)

Dennis reported that all invitations to join have been sent out. Six members have joined to date.

Subcommittee Reports

Wellness and Ergonomics (WERG) (Julie Sanchez/FD35)

Julie reported on the WERG subcommittee. The chart presentation is attached as Enclosure 4.

Radiation (Patrick Patterson/AJT)

Patrick, Radiation Safety Officer for the Center, reported on the Radiation Subcommittee. The chart presentation is attached as Enclosure 5.

Building Managers (Jack Caudle/AD24)

Jack reported on the Pressure Operations Subcommittee. The chart presentation is attached as Enclosure 6.

Machine Shops

No report.

Lockout-Tagout (T.D. Jackson/EG&G)

T.D. stated that the Lockout-Tagout subcommittee would complete the new draft MWI 8715.2, "Lockout/Tagout Program" by the next meeting. In coordination with AD20, Dave Spacek/QS50 reported that he is preparing a report, MSFC Applicability and Lessons-Learned from the JSC Building 37 Mishap fatality, addressing the MSFC applicability to the elements of the investigation report, which include Dominant Root Cause, Findings, Observations, and Conclusions. Dave plans to present his report to the Lockout/Tagout Subcommittee.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported that the Lifting Devices Subcommittee has been reviewing work platforms used with forklifts at MSFC, and preparing a list of proof load requirements for each type of lifting device and equipment.

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported on the Laboratory Operations Subcommittee. The chart presentation is attached as Enclosure 7. She also introduced Greg Smith/AJT as the subcommittee's Alternate Deputy and James Colebaugh/ERC as the Deputy.

ACTION SHE-03-014: Determine if fume hoods being shut off automatically is a Centerwide problem, and if so, take action to identify effected hoods and control related hazards. (Judy Milburn/SHE Communications Team: Due 07-16-03)

Job Hazard Analysis (JHA) (John Simmons/Thiokol)

John reported on the JHA Subcommittee. Dennis Davis/QS50 presented a draft flow chart identifying the hazard assessment process. The chart presentation is attached as Enclosure 8.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemical and Materials Subcommittee. The chart presentation is attached as Enclosure 9.

Cryogenics

No report

Contractor Safety Forum (Phil Robbins/CSC)

Phil reported on the Contractor Safety Forum Subcommittee.

Building Managers (Brenda Wade/FD43)

Brenda reported that the Building Managers Subcommittee is preparing its charter and screening items for the budget.

Safety Concerns Reporting System (SCRS) Ad Hoc (David Guy/QS50)

David reported that the SCRS Ad Hoc Subcommittee is discussing ways to close SCRS or enhance the process. They are currently working with SCRS that are "controversial." In the future, they plan to take tours of areas with SCRS issues. The subcommittee has been very successful in that of the existing 47 problem SCRS, only 3 remain open.

Hazardous Operations DirectoratesSpace Transportation (Tammy Barcala/TD40)

Tammy reported on the Space Transportation Directorate. The chart presentation is attached as Enclosure 10.

Science (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 11.

Flight Projects (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 12.

Engineering (Ralph Carruth/ED30)

Ralph reported on the Engineering Directorate. The chart presentation is attached as Enclosure 13.

Center Operations (Cathy Miller/AD62)

Richard Smith/HEI reported on the Center Operations Directorate for Cathy due to her being called away because of severe weather activity. The chart presentation is attached as Enclosure 14.


New Business (Nance Jo Ogozalek/ED33)

Nance Jo suggested that the SHE Committee establish a recognition/award program. She requested members to think about the idea and a possible process.

Open Actions (Dennis Davis/OS50)

Dennis addressed the open actions. The chart presentation is attached as Enclosure 15.

The next SHE Committee Meeting is scheduled for June 25, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.


for David J. Spacek
Manager
Industrial Safety Department

15 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

cc:

CD20/P. Schultz
DE01/A. Roth
QS40/R. Mize
CSC/P. Robbins
UP10/K. Cornett

SHE WORKING GROUP MEETING AGENDA

Wednesday, June 11, 2003
2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports

- **Program Improvement Corrective Actions (Nance Jo Ogozalek)**
- **PBMA Working Website (Dennis Davis)**

Special Reports (Dennis Davis)

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)
((Send charts electronically to Richard Smith, HEI))

- ◆ **Wellness & Ergonomics**
- ◆ **Radiation**
- ◆ **Pressure Operations**
- ◆ **Machine Shops**
- ◆ **Lockout-Tagout**
- ◆ **Lifting Devices & Equipment**
- ◆ **Laboratory Operations**
- ◆ **Job Hazard Analysis**
- ◆ **Hazardous Chemicals & Materials**
- ◆ **Cryogenics**
- ◆ **Contractor Safety Forum**
- ◆ **Building Managers**
- ◆ **SCRS Ad Hoc**

Hazardous Operations Directorates

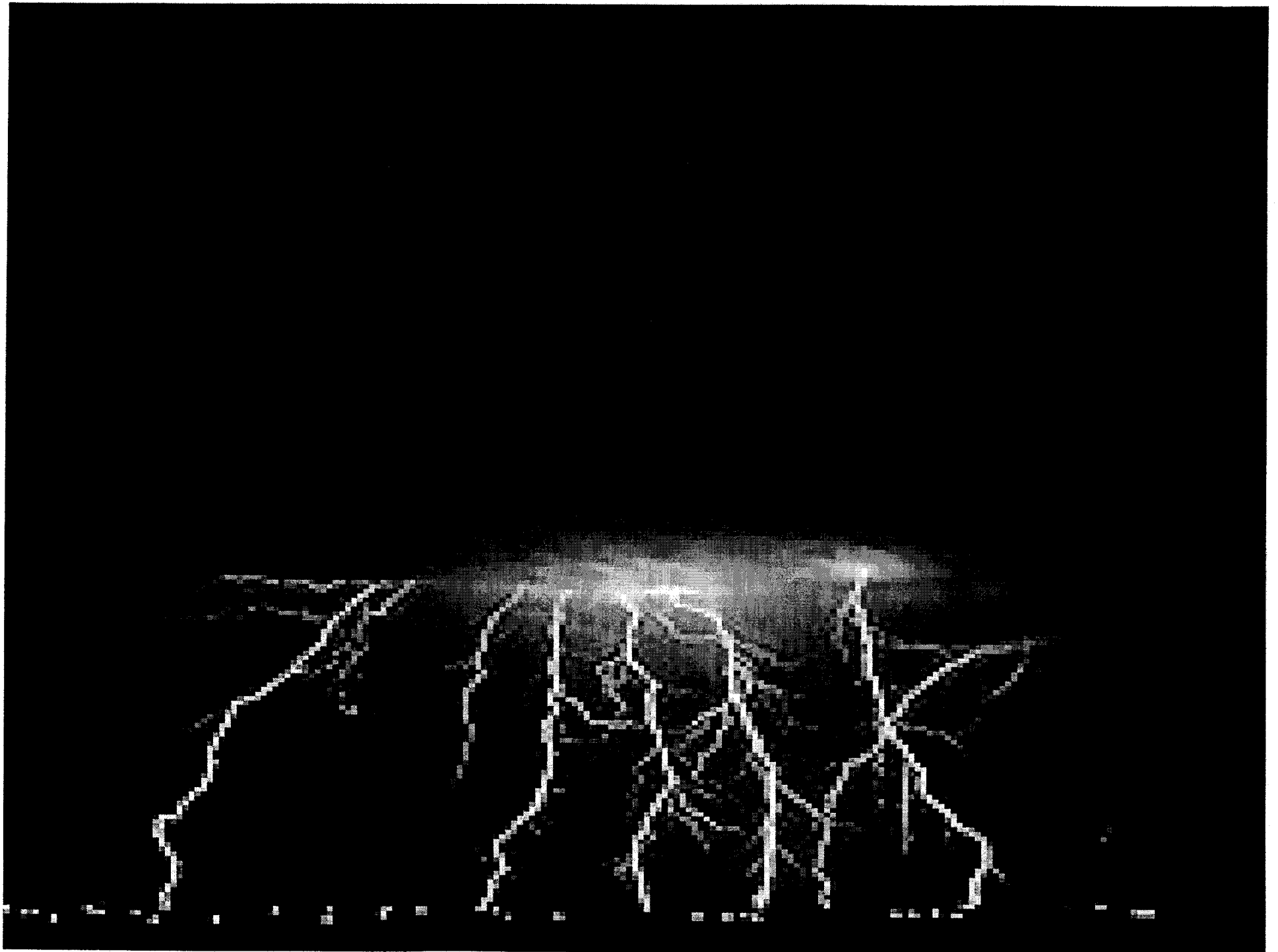
((Send charts electronically to Richard Smith, HEI))

- **Ad Hoc Committee for Program Improvement Targets**
- **Space Transportation**
- **Science**
- **Flight Projects**
- **Engineering**
- **Center Operations**

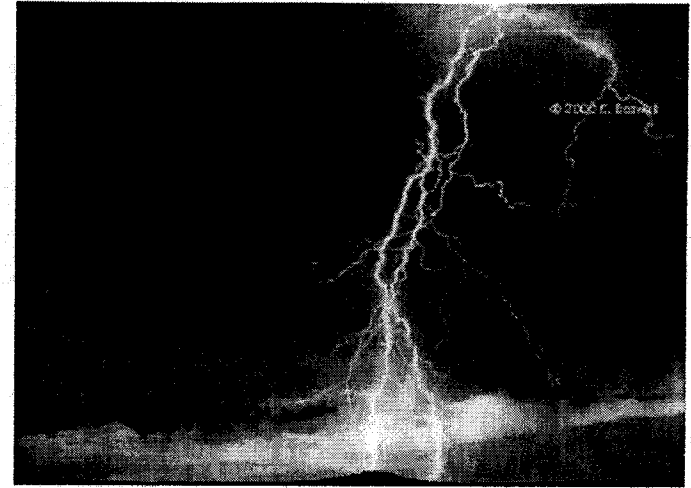
New Business

Open Actions (Dennis Davis/QS50)

Next Meeting – June 25, 2003; 2 pm; Building 4200, P110



The Danger



- Average 25 million cloud-to-ground lightning strikes/year
- Average number of people killed per year in USA:
 - Lightning 73
 - Tornadoes 68
 - Hurricanes 16
- Average “reported” lightning injuries per year – 300
- Most Deaths and Injuries occur during Summer
- Average number of days per year with thunderstorms
 - Huntsville Area 55
 - KSC Area 80



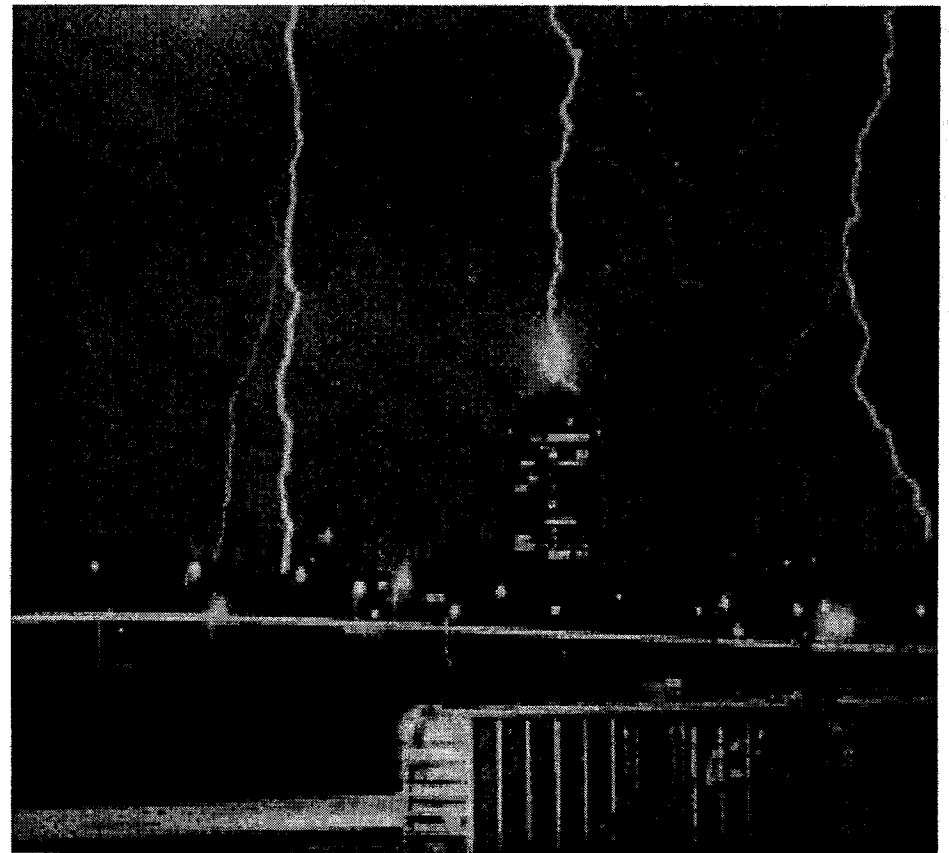
Information source – National Weather Service

Four Basic Things to Know

1. Lightning seeks path of least resistance

Stay away from things that are conductive – telephones, plumbing fixtures, golf clubs, water, wire fences, clothes lines, etc.

Avoid relative high places like hill tops and tops of buildings.

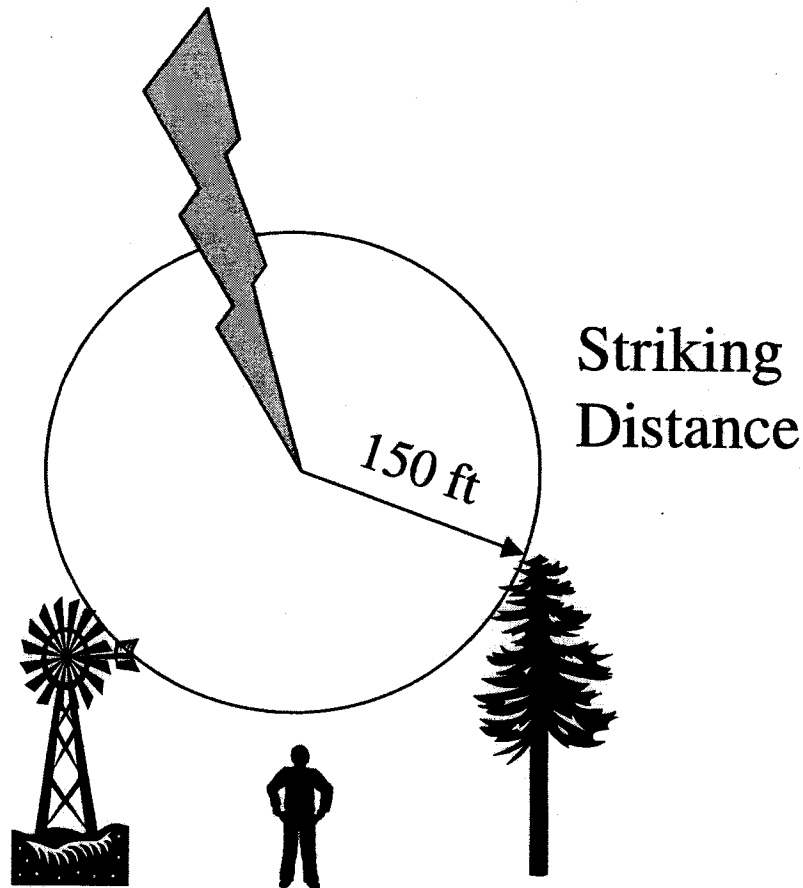


Four Basic Things to Know (cont)

2. The Rolling Sphere Model

As lightning approaches the ground it will reach out a radius of about 150 ft to strike the closest object.

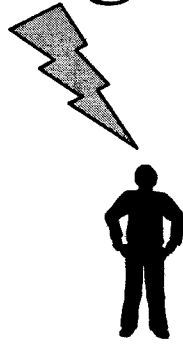
A city street between high rise buildings would be safe. A wide open field would not!



Four Basic Things to Know (cont)

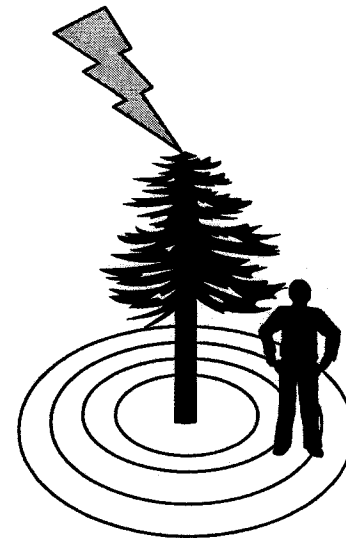
3. How lightning can effect you

- o Direct Hit



- o Indirect Effect – Step Potential

After entering the ground, the voltage surge can travel horizontally for several feet depending on conditions.



- o Indirect Effect – Side flash

With a poor conductor like a tree, a side flash of 7 feet would not be unrealistic!

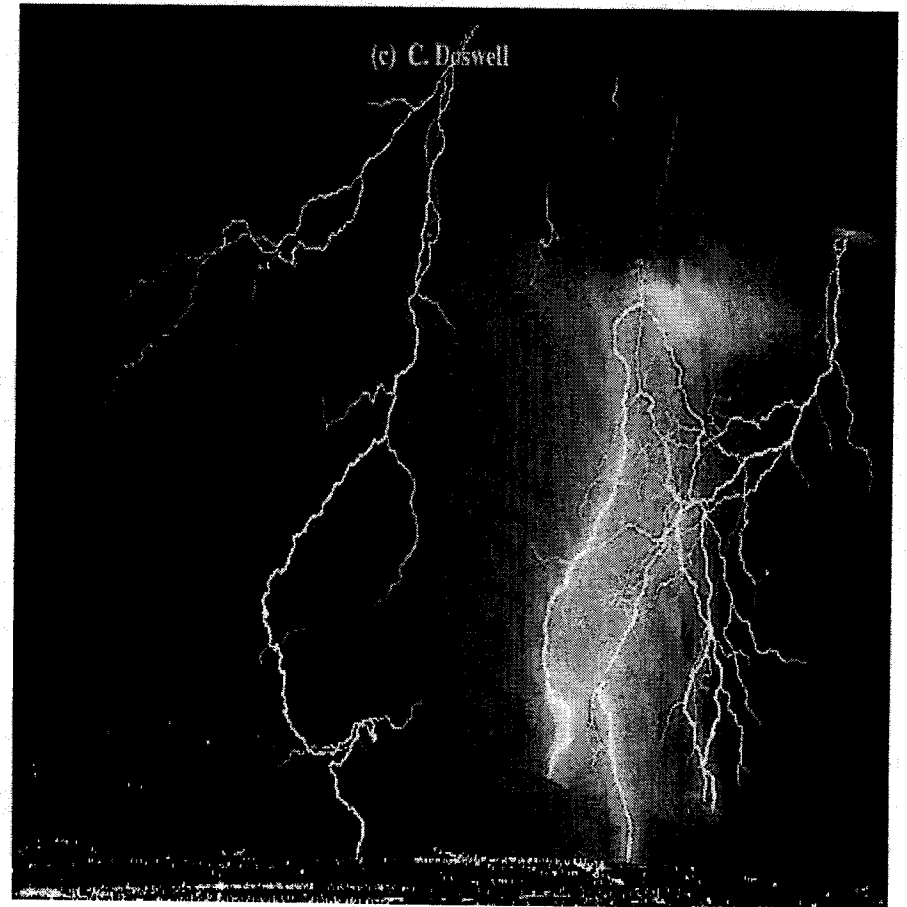


Indirect effects cause the most deaths or injuries!

Four Basic Things to Know (cont)

4. When to take shelter

- o If you can hear thunder you are in striking distance!
- o 30-30 Rule. You should be in shelter:
 - o If time between lightning strike and thunder is < 30 seconds.
 - o At least 30 minutes after the last lightning strike



Good Places to Be

- Dwellings or other buildings that are protected against lightning
- Underground shelters such as subways, tunnels, and caves
- Large metal-frame buildings
- Large unprotected buildings
- Enclosed automobiles, buses, and other vehicles with metal tops and bodies
- Enclosed metal trains and street cars
- Enclosed metal boats or ships
- Boats that are protected against lightning
- City streets shielded by nearby buildings

If not possible to choose a location with good protection

- Seek depressed areas — avoid mountaintops, hilltops, and other high places.
- Seek dense woods — avoid isolated trees.
- Seek buildings, tents, and shelters in low areas — avoid unprotected buildings.
- If caught in an exposed area, crouch as low as possible, keeping feet together, putting hands on knees. Do not lie flat.

Places to Avoid

Extremely Hazardous

- Hilltops and ridges
- Areas on top of buildings
- Open fields, athletic fields, golf courses
- Parking lots and tennis courts
- Swimming pools, lakes, and seashores
- Near wire fences, clotheslines, overhead wires, and railroad tracks
- Under isolated trees
- Near electrical appliances, telephones, plumbing fixtures, and metal or electrically conductive objects

Little Protection - Avoid

- Small, unprotected buildings, barns, sheds, and so forth
- Tents and temporary shelters
- Automobiles (nonmetal top or open)
- Trailers (nonmetal or open)

Places to Avoid (cont)

Especially Hazardous

- Open tractors or other farm machinery operated in open fields
- Golf carts, scooters, bicycles, or motorcycles
- Open boats (without masts) and Hovercraft
- Automobiles with nonmetal top or open)

Lightning Myths

- **Myth:** If it is not raining, then there is no danger from lightning.
Truth: Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from rainfall.
- **Myth:** The rubber soles of shoes or rubber tires on a car will protect you from being struck by lightning.
Truth: Rubber-soled shoes and rubber tires provide NO protection from lightning. The steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- **Myth:** People struck by lightning carry an electrical charge and should not be touched.
Truth: Lightning strike victims carry no electrical charge and should be attended to immediately.
- **Myth:** “Heat lightning” occurs after very hot summer days and poses no threat.
Truth: “Heat lightning” is a term used to describe lightning from a thunderstorm too far away for thunder to be heard.

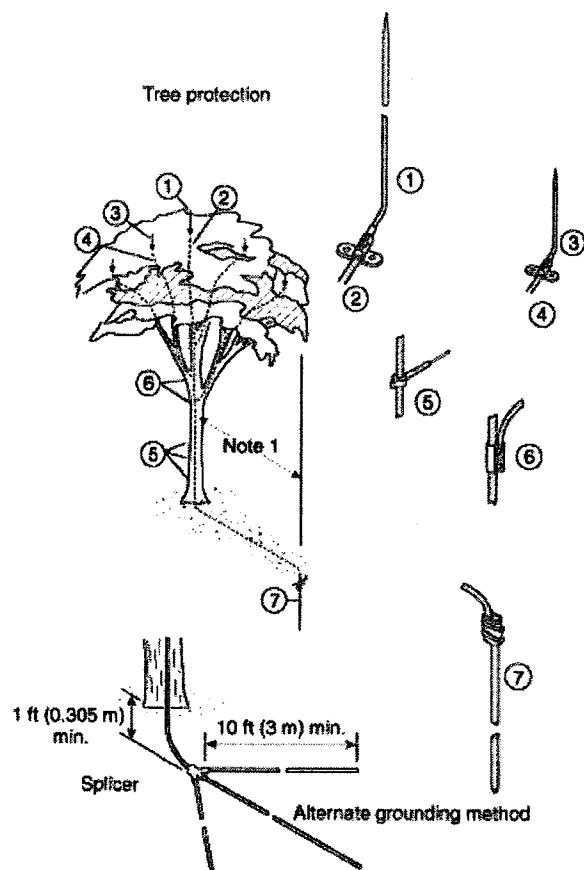
Protection for Property

- You may want to consider lightning Protection for:

- Home
- Trees

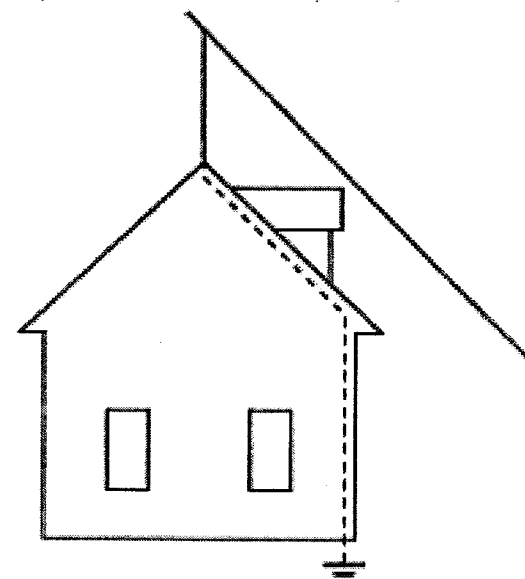
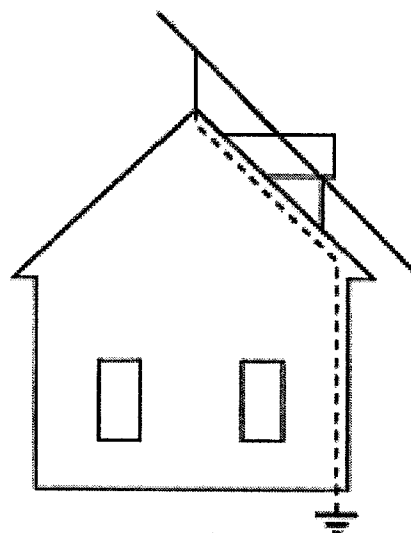
Outside zone
of protection
(air terminal required)

Inside zone
of protection
(no air terminal required)

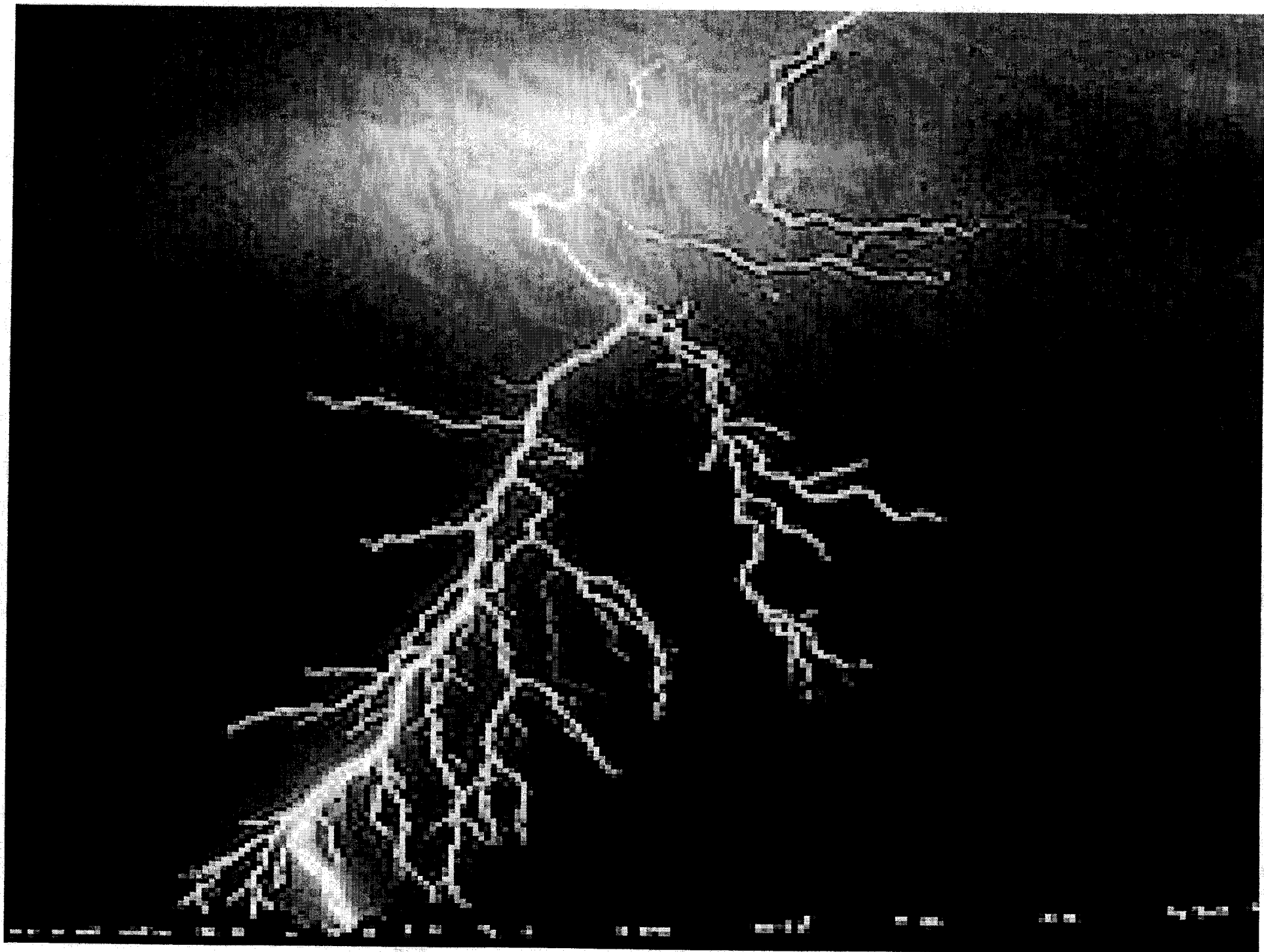


1. Main trunk air terminal
2. Class I or Class II full-size cable
3. Branch air terminal
4. Secondary size cable
5. Drive-type cable clip at 3 ft (0.9 m) O/C
6. Splicer
7. Ground rod and clamp

Note 1: Locate ground approximately at branch line to avoid root damage.
Note 2: Install cable loosely to allow for tree growth.
Note 3: Air terminal tip configurations can be blunt or sharp.



See NFPA 780, "Lightning Protection Code" for details



SHE COMMITTEE STATUS REPORT

June 11, 2003

➤ SHE Program Improvement Targets - Corrective Actions

- **SHE-1.3A: MPG 8715.1 - Revision In Progress, ECD: ?**
- **SHE-1.5.1A: Annual Training Plan - In Progress, ECD: 7-15-03**
- **SHE-1.8B:**
 - 2002 Final Report - In Progress, ECD for review: 6-30-03**
 - 2003 Annual Plan – In Progress, ECD for review 7-14-03**
- **SHE-1.8C: PEP Survey Results –**
 - will be incorporated with PICA in FY04, ECD: ?**
- **SHE-2.8A: Close call trending, HQ developing IRIS database,**
ECD: 01-31-04
- **SHE-4.1B: Root Cause training – Supervisors may access accident**
investigations training videos from SHE library.
Next MORT class in FY04

SHE COMMITTEE STATUS REPORT

June 11, 2003

➤ SHE Program Improvement Targets – Corrective Actions

- SHE-2.5A: Develop and use SHE inspection forms tailored to the specific hazards associated with each work area, for each Directorate and contractor activity. (Star 3.4-02; OSHA Visit # 7)
QS recommends action be lead by Directorates**
- SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)
SHE Committee recommends Directorates be responsible for taking actions on overdue items.**
- SHE-4.7A: Train employees annually who are expected to operate fire extinguishers in emergency situations. (Self-assessment # 29)
QS recommends action be lead by Training Committee**

SHE COMMITTEE STATUS REPORT

June 11, 2003

➤ SHE Program Improvement Targets – Corrective Actions

- SHE-3.1.9.4: Assure that load limit signs are in place on all overhead storage areas. (Self-Assessment 2, # 64)**

Proposed rewording >>

“Assure the load limits of floors, especially those over open ceilings, are not exceeded. As a minimum, provide load limit signs on:

- Storage spaces above rooms within rooms**
- Any overhead or raised floor that has a high potential of being advertently used for storage heavier than floor’s designed capacity.**

SHE COMMITTEE STATUS REPORT

June 11, 2003

- **Action from Art Stephenson - 5/12/03**
 - **Identification of Unsafe Acts by Supervisors during Walk-Throughs**
Discussed at SHE Planning Team meetings – No resolution

- **Committee and Subcommittee Milestones**
 - **Successes to report at MTM – input required by 06-30-03**
 - **Next MTM is July 7th, 8:30 am, 4200, P110**

- **New Business**
 - **Meeting with Dave King, new MSFC Center Director**
 - **SHE Awards Program – establish Ad Hoc Subcommittee**
 - **National VPPPA Conference, Sept. 8-11, Washington, D.C.**

Wellness & Ergonomics Subcommittee Report

Status of Current Initiatives

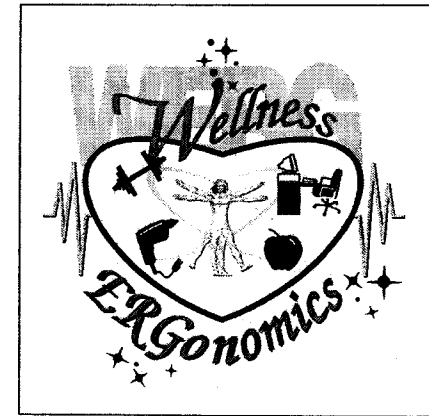
- Beginning work on Slips, Trips and Falls
- Monitoring metrics on Medical Center Appointments
- Brainstorming “Healthy Lifestyle”
- Working on Ergonomics MWI

SHE Actions Status

- Slips/Trips/Falls Checklist:
 - In Work: Subcommittee discussing Slips/Trips/Falls

Proposed Initiatives

- Several items under consideration. Here are just a few:
 - Quarterly Slips Trips and Falls Focus
 - Training workforce on Ergo chair use
 - Train the Trainer approach to Ergo Evaluations
 - Snack Machine Makeover



Next Meeting 13 June 2003 8:30 am Building 4610/1086

Radiation Safety Committee

- The RSC met 5/22/03, items discussed were:
 - Annual program review
 - Need to monitor individuals who were not likely to exceed 10% of any regulatory limit
 - The tritium lab move to NSSTC from Bldg. 4481
 - The use of SOLAR for radiation safety training
 - A photograph of the committee members was taken for the upcoming Marshall Star article

Radiation Safety Committee

- The UAH radiation safety office inspected our operations involving radioactive material and X-ray at NSSTC on 5/29/03
 - The inspection was successful and no violations were found

Radiation Safety Committee

- **Subcommittee Issues (for next meeting)**
 - Should we continue to badge all workers that are not likely to be exposed to 10% of any regulatory limit?
 - Still pursuing funding for NASA wide SOLAR training program for radiation safety

Pressure System Committee Report

- Status of Current Initiative(s) – Rome Vacuum Chamber - Complete
- 12 foot vacuum chamber - complete
- SHE Actions Status – None
- Subcommittee Issues
 - 1) Pneumatic hose testing requirements
 - 2) Cryogenic hose testing requirements

Laboratory Operations Subcommittee Report

June 11, 2003

Status of Current Initiatives

➤ CHEMICAL LABELING SOFTWARE

- Brady Software – coordinating an onsite demonstration of software and laminators for July 11th; internet capabilities TBD
- ChemWatch software available through HQ OMEH – evaluation of capabilities continuing; utilized by KSC & SSC
- Pending – information from other Centers and RSA

➤ NFPA RATINGS REFERENCE SOURCE

SHE Actions Status

- FY03 – Budget Request:
\$1,000 for LOS booth at Safety Day with display posters and promotional items
- FY04 Budget Request:
Chemical labels preprinted forms & laminator - \$ 5,000
Chemical Labeling Software – TBD for site license
Prelabeled Wash Bottles - \$ 1,200 (distribute samples Center wide)

Laboratory Operations Subcommittee Report

June 11, 2003

Proposed Initiative

- **Laboratory Fume and Exhaust Hoods, LOS-2003-01**

Request user organizations identify critical exhaust hood locations

Examine hoods to determine if subject to energy conservation program

Label intermittently powered hoods to alert users

Next Meeting

- **July 11th, 2 pm, Building 4612, Room 2403**

1. SUBCOMMITTEE/ORGANIZATION NAME: **Laboratory Operations Subcommittee**
2. SEQUENCE NUMBER OF PROPOSAL: **LOS-2003-01**
3. PROPOSAL NAME: **Laboratory Fume and Exhaust Hoods**
4. CHAMPION'S NAME: **Nance Jo Ogozalek**
5. CHAMPION'S ORGANIZATION: **ED33**
6. CHAMPION'S EMAIL ADDRESS: **nancejo.ogozalek@nasa.gov**
7. CHAMPION'S PHONE NUMBER: **544-8933**
8. DATE OF PRESENTATION TO SHE COMMITTEE: **June 11, 2003**
9. BACKGROUND OR HISTORY (optional):

In August 2002 a fume hood in building 4612 was not operational during the late evening to early morning hours. Around 5-6:00 am, the ventilation became operational and the overhead light came on. Several emails have been sent to the Facilities Department to check whether this fume hood is subject to being 'powered down' after normal working hours. A definitive response has not been received. Informal communication indicates this fume hood is subject to the energy conservation program.

10. PROBLEM:

If the building 4612 fume hood and others across the Center are 'powered down' after normal working hours without the user organizations knowledge, chemical operations being conducted within the hoods may escape into the neighboring work areas and create an unhealthy and unsafe environment.

JHA Subcommittee Report

- June 11, 2003

Committee Members

- John Simmons/Thiokol (Chairperson)
- Mark Hammond/Thiokol (Alternate)
- John Nugent/TBE
- Joan Trolinger/TD61
- Sonya Hutchenson/QS50
- Mark Hyder/AD23
- Tim Jett/ED32
- Susan Kosinski/EG&G
- Dennis Davis/QS50 (Mentor)

Activities

- Bi-Weekly Meetings
- Initiatives
 - **Incorporate JHA wording into annual employee & supervisor performance evaluations.**
ECD: Completed
 - **Review and Improve Clarity of Process Instructions.**
Activity: Reviewing best practices and developing proposed process flowcharts.
ECD: July 31, 2003
 - **Develop Training Program for Employees**
Activity: None
ECD July 31, 2003
- Marshall Star Article Status – Pictures Completed

Last Meeting Activity

- Voted to expand effort and change name to “Safety Worksite Assessment Team”
SWAT Subcommittee
- Developed “Safety Assessment” flowchart.
\\msfc-data2\s&ma\CR20 & HEI\SHE
Committee\SHE Sub-
Committees\JHA\Minimum Hazard
Assessment Process Chart (draft).ppt

SHE Program Improvement Corrective Actions

- **SHE 2.4E:** Continue to encourage the implementation of the JHA process.
(ECD: Fully implemented by CY04)
- **SHE 4.1C:** Better define and train personnel to incorporate JHA identified controls into existing work procedures.
(ECD: 11-25-03)

Hazardous Chemicals/Materials Subcommittee Report

6/11/03

- Status of Current Initiatives:
 - ❖ Coordinate with Fire Dept. to develop goals for informing fire fighters of type and quantities of hazardous chemicals/materials during emergency situation. Perhaps include Fire Dept. representative on safety walk-throughs. – haven't been able to establish meeting date with representative yet – will talk with Fire Inspector.
 - ❖ Add disposition of assigned hazardous chemicals/materials to employee termination check-list. – determining who to talk with.
 - ❖ Investigate IFMP orders for chemicals being routed through OMEHS – David Thaxton is working this.
- SHE Actions Status: No budget request for FY04
- Subcommittee Issues: None - new member: Wayne Ellenburg, BLDG 4760

➤ **Proposed Initiatives:**

- ❖ Investigate chemicals being brought in by Contractors, which do not come through receiving and are not tracked through OMEHS except for yearly inventory.
- ❖ Send out notice to all Hazardous Chemicals/Materials users to reinforce applicable rules for notifying OMEHS of new purchases, and Safety when initiating new processes.

TD Directorate Report – June 11, 2003

•SCRS - 1 open ?

—#3152 Opened 5/30/03, Bldg. 4566, Dark, oil-like liquid, smelling of oil/gasoline/kerosine was seeping up between the blacktop and building foundation slab. It is being treated as toxic and hazardous until its exact nature can be determined. The substance is being evaluated and will the results will be returned in 4 weeks. (ED Building Manager, TD Area Manager).

—#3138 and #3139 , Bldg 4203, Stairwell numbering and emergency evacuation chairs (being evaluated for closure).

•HAZTRAKs – 3 open 0 late.

•CLOSE CALL – 1 open. Chain broke on roll-up door on test cell 101 status: door has been repaired, protective chain guards have been replaced, chains have been lubricated. Black and yellow stripping has been put on the floor under door to inform people not to stand in door drop area. **Can be closed now.**

SD SHE Committee Report (Jun03)

- Open SCRS Metrics (3 total):
 - 1 Late: FWR entered (Raccoon Monitoring) – awaiting impl.
 - 2 new: RMS via securing door; furniture moves damage hand-rail
 - 1 Closed in past 60 days
- Open HAZTRAK corrective actions (102):
 - (97) Late SD:
 - (93) NSSTC/UAH – anticipate UAH response soon on all findings; have requested extension on due date
 - (4) Facilities has work orders in place
 - (3) closed in past 60 days
- Open mishap/close-call corrective actions (0)
- Open CY 2002 self-eval corrective actions getting worked in SHEPIHDS – (ED/SD/FD/TD/AD working together)
- Note: Includes on-site & off-site (NSSTC) functions

Flight Projects June 2003

SHE Report

- **SCRS** (60 days)
 - 3 Open, 1 closed from last month**
 - 2 late SCRS (inadequate lighting in parking lots 4708/4755)**
 - One SCRS added in May (Parking problem on Gemini Rd)**
- **HAZTRAK** (25 days)
 - 15 Open, 66 closed from Last Month**
 - No new actions entered in June**
 - Of the 16 open, 14 are assigned to Facilities**
 - 14 Findings are now Late**

Flight Project June SHE Report

Close Calls

Two in Bldg. 4755

- 1) Forklift operator backed into roll up door
- 2) Bolt fell from a crane and penetrated ceiling tile close to employee seated at desk. (Ceiling were not reinforced)

Program Improvements Targets

Identified and summarized the actions assigned to Flight Projects Directorate

Currently working with ad hoc Directorate Group on plan address actions

Estimated completion date: Fall 2003

Engineering Directorate Report

6/11/03 (data as of 6/10/03)

- **SCRS**
 - 3 Open; No late SCRS's
- **HAZTRAK**
 - 84 open; 67 are Facilities; 17 are ED; 3 late; 7 Open
- **Mishaps/Close Call Status**
 - 5 open mishaps (corrective actions implemented or in work)
- **Self Evaluation Open Corrective Actions**
 - Engineering Directorate about 50% complete.
 - Targeting closure of all actions by December 2003.
 - Will work broad applicability actions through "SHE Program Improvement Sub-Committee for HazOps Directorates", jointly with FD, SD and TD.

Center Operations Directorate

SH&E Report – June 11, 2003

- Open SCRS – 31
- Late SCRS – 3
- HAZTRAK – 168 – open 23 - late
- Mishap cases total 18 1- new
- Corrective actions total 22 2 new 3 -late
- Self-evaluation Open Corrective Action 02-020
update: Working on July Safety meeting
awareness topics. Precursor to the PEP survey.

SHE Committee Open Actions June 11, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02
SHE-03-007	Steve Cushman/AD35 suggested a checklist be developed for supervisors to help them identify the root cause of mishaps	Nance Jo Ogozalek/ED33	MSAT	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03
SHE-03-010	An attendee stated that they wished the environmental health training courses listed on the SHE page had a synopsis like others listed.	Nance Jo Ogozalek/ED33	David Thaxton/AD60 & Farley Davis/AD10	Provide a synopsis of each environmental and environmental-health training course listed on the SHE Web Page.	04-30-03
SHE 03-011	Dennis Davis demonstrated the PBMA collaboration web based system	Nance Jo Ogozalek/ED33	Dennis Davis/ QS50	Send out invitations to voting members to join the PBMA website.	05-14-03
SHE 03-012	Steve Cushman reported that many of our safety videos at 4207 are out of date.	Nance Jo Ogozalek/ED33	Judy Milburn/QS50	Review the safety videos currently stored in 4207 and move those that are still current to the basement of 4200 so that all videos will be stored in the same place.	05-14-03
SHE 03-013	Kyle Daniel reported that our instruction did not provide clear testing requirements for such items as floor jacks.	Nance Jo Ogozalek/ED33	Kyle Daniel/QS50	Prepare a master list of all types of lifting equipment with the required testing requirements of each.	05-14-03